



American Consulate General, Chennai

September 30, 2004

Expected Vacancy

American Consulate General, Chennai, is seeking an individual for the position of Information Assistant in Public Affairs Section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered. (Refer to application procedure below)

Only applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-04-030

OPEN TO: All Interested Candidates

POSITION: Information Assistant, FSN-6105-09; MLN-730004

OPENING DATE: September 30, 2004

CLOSING DATE: October 14, 2004

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/MOH/NOR: Grade: FP-05*
Ordinarily Resident: Grade: FSN-09*

* Ordinarily Resident: Starting salary & grade will be determined on the basis of qualifications & experience.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

Under the supervision of the Information Specialist and Public Affairs Officer's guidance, designs media placements in Tamil print, TV, web, radio and other media based on MPP themes. With a wide knowledge of Indo-US relations, regularly assesses political, social and economic developments. As Tamil language editor works independently to place USG press releases, VOA and WorldNet programs; arranges

print, electronic, radio and web interviews in Tamil language media in S. India. Monitors the Tamil language media reports in print, TV and other media; maintains daily personal contact with Tamil media editors, key journalists, TV networks, government officials to promote placements and monitor political/economic developments in the Tamil language media outlets; provides input for daily media reaction reports, weekly political roundups on significant national and international political/economic/social issues; drafts cables on media bias focused on important political/economic events in Tamil Nadu & Pondicherry and other reports sought by New Delhi and Washington; maintains personal contacts with key print, TV, radio, web and media editors, political and government leaders in Tamil Nadu & Pondicherry; regularly meets with community leaders, NGO representatives besides senior officers of the electronic media and the government-controlled All-India Radio, DOORDARSHAN TV, and private television channels and cable TV networks in the state of Tamil Nadu & Pondicherry; conducts Public Affairs media-related programs in Tamil Nadu & Pondicherry, writes features, press releases and other articles for placement; extends press support for post-organized speaker programs and other events conducted by the Cultural Affairs Section, the AIRC and other elements of the post in Tamil Nadu & Pondicherry including Ambassadorial visits and other U. S. VVIP tours; prepares periodic political/economic reports to highlight media focus on these issues.

QUALIFICATIONS REQUIRED

1. A Master's degree in humanities/liberal arts/social science or journalism and specialized training in journalism is required.
2. Five years in a senior journalistic position in a leading Tamil news paper/magazine is required.
3. Level IV (Fluency) in written and spoken English and level V (Interpreter) in Tamil (write, read, speak and understand) are required.
4. A thorough knowledge of the political, economic, social and educational trends in India and, more specifically, in Tamil Nadu and Union Territory of Pondicherry and among its media institutions and personnel is required.
5. Ability to choose and produce credible articles and features, translate them into crisp and readable Tamil for placement. Ability to officiate for another media language specialist editor or Media Advisor in his/her absence is required. Ability to develop and maintain extensive and high level contacts among media, cultural, political, business, NGO and government leaders in Tamil Nadu. Strong organization and communication skills are required.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website <http://chennai.usconsulate.gov/wwwhumres.html>

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Mary L. Gonzales
Management Office
220 Anna Salai
Chennai 600 006

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2811-2000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business October 14, 2004.

An Equal Opportunity Employer